

## DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947  
Sacramento, CA 95812-1947  
(916) 576-7109  
(916) 263-1408 (FAX)  
(916) 263-1402 (TDD)



TO: CSBG SERVICE PROVIDERS  
FROM: Lloyd Throne *Lloyd Throne*  
DATE: March 2, 2010  
SUBJECT: 2010 Community Services Block Grant (CSBG) Contract Amendment 1

Enclosed is your agency's 2010 Community Services Block Grant (CSBG) Contract Amendment 1 and authorized allocation amount for the 2010 CSBG contract term.

CSD's remaining first quarter and second quarter Notice of Grant Award distributed by the Department of Health and Human Services (DHHS) is for \$25,230,116. (Attached) is a spreadsheet, PY 2010 CSBG Allocation, showing the total 2010 CSBG allocation (Column A). The total amount authorized to date is located in the column titled "Total 2010 contract allocation to date" (column D). When CSD is in receipt of the final grant award for FY 2010, the contract will be amended to authorize the remaining portion of your allocation.

#### 2010 Advance Request and Payment

The advance payment will be processed after receipt of an advance request on your agency letterhead. The amount of the advance, in accordance with state statute, will not exceed 25% of the total contract amount (See PY 2010 CSBG Allocation spreadsheet). The available advance amount to date is reflected in the column titled "Total 2010 Advance Available to Date" (Column G).

If an advance request is currently on file for the 2010 CSBG contract no action is required at this time and the advance will be processed automatically; the amount to be distributed is reflected in the column titled "Second Available" (Column F). If your agency has not submitted an advance request and would like an advance payment, submit a request on your agency's letterhead. Include the following verbiage in the request: "Agency XYZ is requesting a working capital advance on the CSBG contract" (include contract number).

#### Contract language changes

This amendment does include contract language changes to Exhibit B- Budget Detail and Payment Provisions, adding back the approval to change budget line items exceeding 10%. Also, the amendment revises the amount of the working capital advance from 100% to not exceed 25% of the maximum amount of the contract.

Please contact your Field Representative with any questions regarding your 2010 CSBG Contract Amendment 1.

Attachments

## DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947  
Sacramento, CA 95812-1947  
(916) 576-7109  
(916) 263-1406 (FAX)  
(916) 263-1402 (TDD)



March 1, 2010

To All Community Services Block Grant Contractors:

2010 Community Services Block Grant Contract (CSBG) Amendment No. 1

Enclosed is your agency's contract amendment packet for the 2010 Community Services Block Grant Program. It includes two complete copies of the contract amendment.

In order to expedite the execution of your contract packet, please observe the following instructions, and feel free to use this letter as a checklist.

- Submit a governing board resolution with an **original signature of your board's authorized representative**. The board's resolution must identify whom it has authorized to sign the 2010 CSBG contract and any amendments.
- Complete the section labeled "CONTRACTOR'S NAME" on both face sheets. Print or type the name and title of the person who is authorized to sign the contract. Print the date signed. Ensure that **your agency's authorized representative has signed both face sheets**. Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2010 CSBG amendment.
- When you return the contract packet to CSD, please arrange all pages, including the face sheets, exhibits, and all attachments, in the same order in which you received them. Include your board resolution, insurance and fidelity bond documents, advance request, and, if desired, a transmittal letter, but do not staple or otherwise attach these documents to the contracts themselves.
- Please return your completed contract packet within 30 days (45 days for public agencies) to:

Contract Services Unit  
Department of Community Services and Development  
P.O. Box 1947  
Sacramento, CA 95812-1947

When sending documents via overnight mail, please use CSD's street address as shown on the face sheet.

Please keep in mind that in order for CSD to execute your contract, all of your agency's contract documents must be **complete**. Authorized persons must sign the board resolution, both face sheets, and applicable exhibits and attachments. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must be current or replaced. Coverage must include workers' compensation insurance, fidelity bond, general liability, and vehicle insurance.

If you have questions regarding the contracting process, you may contact Brenda Carradine of my staff at (916) 576-5313. For questions regarding insurance coverage, you may contact Anneliz Rodriguez of my staff at (916) 576-5315. For questions regarding contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,



Kimberley Petz  
Manager, Contract Services Unit

KP:BAC  
Enclosures

AGREEMENT NUMBER <b>10F-40</b>	AMENDMENT NUMBER <b>1</b>
REGISTRATION NUMBER	

This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME

**Department of Community Services and Development**

CONTRACTOR'S NAME

The term of this Agreement is : **January 1, 2010 through December 31, 2010**

The maximum amount of this Agreement is: \$ .

The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

Contractor agrees to continue to provide services and activities to eligible participants residing in the Contractor's assigned service area, pursuant to California Government Code Section 12725 et seq., and 42 United States Code (USC) 9901 et seq., as amended, the Community Services Block Grant Act.

- The total consideration payable to Contractor by the State has changed from \$22,029.00 to \$127,227.00, reflecting an increase of \$105,198.00.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		<b>CALIFORNIA Department of General Services Use Only</b>
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>		I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services' approval.
_____ <i>(Authorized Signature)</i>	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME		<input type="checkbox"/> Exempt per _____
<b>Department of Community Services and Development</b>		
_____ <i>(Authorized Signature)</i>	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
<b>Christina Maestretti, Chief Financial Officer</b>		
ADDRESS		
<b>89 Gateway Oaks Drive, Suite 100, Sacramento, California 95833</b>		

2. Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 2. BUDGET item C. and D. has been added, to read as follows:

C. Administrative Expenses

For the purpose of administrative expenditures, Contractor shall use funds allocated under this Agreement in an amount not to exceed twelve percent (12%) of the total operating funds of its community action program(s). Contractor shall not use funds provided under this Agreement to cover administrative costs incurred in the Low-Income Home Energy Assistance Program (LIHEAP) in excess of the LIHEAP contractual limitations.

- D. To the extent that 22 CCR § 100715(a) requires prior approval by CSD for any change that exceeds 10% of an originally approved budget line item, CSD's execution of this Agreement hereby constitutes that prior approval, and the Contractor may make discretionary changes to the Budget Summary that exceed 10% for any line item, subject to all other applicable federal and state law and regulation and generally accepted standards of accounting.

3. Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, 3. A. ADVANCE PAYMENTS, is deleted in its entirety and replaced with Exhibit B. 3. A. to read as follows:

Upon written request by the Contractor on their agency letterhead, CSD shall issue one working capital advance to the Contractor not to exceed 25% of the Maximum Amount of this Agreement as set forth on the Std. 213, Standard Agreement, item 3. The advance request shall only be submitted once and apply to any subsequent advance payments as described in B. below.

All other terms and conditions shall remain the same.

State of California  
 Department of Community Services and Development  
 FY 2010 CSBG Distribution of Funds

**2005 FY Allocation:** 56,499,724  
 2010 FY Allocation: 62,041,267  
 2009 FY Allocation: 62,041,267

9.81%  
 0.00%  
 If reduction of 20% or more, convene network  
 Use discretionary to backfill reductions up to 3.5%

DISTRIBUTION	100.0%	2009 FY		2010 FY		Difference	4,707,345				
		Allocation	Funding	Allocation	Funding		Initial CR	Second	Third	Fourth	Total To Date
CAA	76.1%	47,213,404	47,213,404	47,213,404	0	4,005,688	19,128,880			23,134,568	
MSFW	10.0%	6,204,127	6,204,127	6,204,127	0	526,372	2,513,651			3,040,023	
NAI	3.9%	2,419,609	2,419,609	2,419,609	0	205,285	980,324			1,185,609	
DISC	5.0%	3,102,064	3,102,064	3,102,064	0	432,761	1,087,250			1,520,011	
CSD ADMIN	5.0%	3,102,063	3,102,063	3,102,063	0	0	1,520,011			1,520,011	
<b>TOTAL</b>		<b>62,041,267</b>	<b>62,041,267</b>	<b>62,041,267</b>	<b>0</b>	<b>5,170,106</b>	<b>25,230,116</b>	<b>0</b>	<b>0</b>	<b>30,400,222</b>	

State of California  
 Department of Community Services and Development  
 PY 2010 CSBG Allocation  
 CAAs

County	Agency	2010 ALLOCATION				2010 ADVANCE		
		A Total Estimated Allocation (For Budgeting)	B Initial (11/30/09)	C Second (02/09/10)	D Total 2010 Contract to Date*	E Initial Available (11/30/09)	F Second Available (02/09/10)	G Total 2010 Advance Available To Date**
Alameda	Berkeley CAA	289,646	22,029	105,198	127,227	22,029	42,883	64,912
Alameda	Associated Community Action Program	571,226	48,464	231,437	279,901	48,464	94,343	142,807
Alameda	City of Oakland, Department of Human Services	718,453	60,955	291,087	352,042	60,955	118,658	179,613
Alpine	Inyo Mono Advocates for Community Action, Inc.	2,211	188	896	1,084	188	365	553
Amador/Tuolumne	Amador/Tuolumne CAA	254,217	21,568	102,998	124,566	21,568	41,986	63,554
Butte	CAA of Butte County, Inc.	367,848	31,209	149,036	180,245	31,209	60,753	91,962
Calaveras/Mariposa	Calaveras/Mariposa CAA	263,565	21,513	102,734	124,247	21,513	41,878	63,391
Colusa	SEE GLENN							
Contra Costa	Contra Costa Employment & Human Services Dept	672,472	57,054	272,457	329,511	57,054	111,064	168,118
Del Norte	Del Norte Senior Center	44,655	3,789	18,092	21,881	3,789	7,375	11,164
El Dorado	El Dorado County Department of Human Services	255,475	21,675	103,508	125,183	21,675	42,194	63,869
Fresno	Fresno County EOC	1,662,286	142,729	681,591	824,320	142,729	277,843	420,572
Glenn/Colusa/Trinity	Glenn County Human Resource Agency	254,986	21,634	103,310	124,944	21,634	42,113	63,747
Humboldt	Redwood CAA	261,906	22,221	106,113	128,334	22,221	43,256	65,477
Imperial	Camposinos Unidos, Inc.	278,981	23,669	113,031	136,700	23,669	46,076	69,745
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	251,841	21,367	102,035	123,402	21,367	41,593	62,960
Kern	CAP of Kern	1,230,435	104,393	498,520	602,913	104,393	203,216	307,609
Kings	Kings CAO	260,555	22,106	105,566	127,672	22,106	43,033	65,139
Lake	Lake County CAA	254,986	21,634	103,310	124,944	21,634	42,113	63,747
Lassen/Plumas/Sierra	Lassen/Plumas/Sierra CAA	253,239	21,485	102,602	124,087	21,485	41,825	63,310
Los Angeles	Foothill Unity Center, Inc.	361,216	30,646	146,349	176,995	30,646	59,658	90,304
Los Angeles	Long Beach CSDC	971,792	82,449	393,729	476,178	82,449	160,499	242,948
Los Angeles	County of Los Angeles Dept of Public Social Services	6,873,724	583,182	2,784,943	3,368,125	583,182	1,135,249	1,718,431
Los Angeles	City of Los Angeles, CDD, HSKNDD	7,525,417	638,472	3,048,985	3,687,457	638,472	1,242,882	1,881,354
Madera	CAP of Madera County, Inc.	262,139	22,240	106,208	128,448	22,240	43,295	65,535
Marin	Community Action Marin	257,735	21,867	104,423	128,290	21,867	42,567	64,434
Mariposa	SEE CALAVERAS							
Mendocino	North Coast Opportunities	256,687	21,778	103,999	125,777	21,778	42,394	64,172
Merced	Merced County CAA	423,114	35,898	171,428	207,326	35,898	69,881	105,779
Modoc/Siskiyou	Modoc/Siskiyou CAA	254,986	21,634	103,310	124,944	21,634	42,113	63,747
Mono	SEE INYO							
Monterey	Monterey County CAP	485,453	41,187	196,685	237,872	41,187	80,176	121,363
Napa	Community Action Napa Valley	254,916	21,628	103,281	124,909	21,628	42,101	63,729
Nevada	Nevada County Dept of Housing & Community Services	253,635	21,519	102,762	124,281	21,519	41,890	63,409

State of California  
 Department of Community Services and Development  
 PY 2010 CSBG Allocation  
 CAAS

County	Agency	2010 ALLOCATION				2010 ADVANCE		
		A Total Estimated Allocation (For Budgeting)	B Initial (11/30/09)	C Second (02/09/10)	D Total 2010 Contract to Date*	E Initial Available (11/30/09)	F Second Available (02/09/10)	G Total 2010 Advance Available To Date**
Orange	CAP of Orange County	2,719,513	230,729	1,101,832	1,332,561	230,729	449,149	679,878
Placer	County of Placer Dept of Health and Human Services	257,060	21,810	104,150	125,960	21,810	42,455	64,265
Plumas	SEE LASSEN							
Riverside	CAP of Riverside County	2,011,228	170,637	814,865	985,502	170,637	332,170	502,807
Sacramento	Sacramento Employment and Training Agency	1,595,188	135,339	646,303	781,642	135,339	263,458	398,797
San Benito	San Benito County DCS&WD	252,586	21,430	102,337	123,767	21,430	41,717	63,147
San Bernardino	CAP of San Bernardino County	2,474,575	209,948	1,002,693	1,212,541	209,948	408,696	618,644
San Diego	County of San Diego, H&HAS, CAP	3,179,323	269,741	1,288,128	1,557,869	269,741	525,090	794,831
San Francisco	EEOC of San Francisco	813,511	69,020	329,600	398,620	69,020	134,358	203,378
San Joaquin	San Joaquin County Dept of Aging & Community Svcs	912,105	77,385	369,546	446,931	77,385	150,641	228,026
San Luis Obispo	CAP of San Luis Obispo County, Inc.	279,865	23,744	113,989	137,133	23,744	46,222	69,966
San Mateo	CAA of San Mateo County, Inc.	382,439	32,447	154,948	187,395	32,447	63,163	95,610
Santa Barbara	CAC of Santa Barbara County, Inc.	517,729	43,925	209,762	253,687	43,925	85,507	129,432
Santa Clara	Sacred Heart Community Service	1,169,422	99,216	473,800	573,016	99,216	193,140	292,356
Santa Cruz	CAB of Santa Cruz County, Inc.	275,887	23,407	111,778	135,185	23,407	45,665	68,972
Shasta	Shasta County CAA	262,162	22,242	106,217	128,459	22,242	43,299	65,541
Sierra	SEE LASSEN							
Siskiyou	SEE MODOC							
Solano	CAP of Solano County	294,455	24,982	119,301	144,283	24,982	48,632	73,614
Sonoma	CAP of Sonoma County	341,321	28,958	138,289	167,247	28,958	56,372	85,330
Stanislaus	Central Valley Opportunity Center, Inc.	661,420	56,116	267,979	324,095	56,116	109,239	165,355
Sutter	Sutter County CAA	255,965	21,717	103,706	125,423	21,717	42,274	63,991
Tehama	Tehama County CAA	254,706	21,610	103,196	124,806	21,610	42,067	63,677
Trinity	SEE GLENN							
Tulare	Community Services & Employment Training, Inc.	813,511	69,020	329,600	398,620	69,020	134,358	203,378
Tuolumne	SEE AMADOR							
Ventura	Community Action of Ventura County, Inc.	643,735	54,616	260,814	315,430	54,616	106,318	160,934
Yolo	County of Yolo, Dept of Employment & Social Services	279,865	23,744	113,389	137,133	23,744	46,222	69,966
Yuba	Yuba County CSC	256,036	21,723	103,735	125,458	21,723	42,286	64,009
<b>TOTAL, all counties</b>		<b>47,213,404</b>	<b>4,005,688</b>	<b>19,128,860</b>	<b>23,134,568</b>	<b>4,005,688</b>	<b>7,797,670</b>	<b>11,803,358</b>

\* Equals contract facesheet (STD 213, Item 3)  
 \*\* Equals 25% of the Total Estimated Allocation. Must request advance on Agency letterhead if advance is not already on file with CSD.

State of California  
 Department of Community Services and Development  
 PY 2010 CSBG Allocation  
 Non-CAAS

NATIVE AMERICAN INDIANS

Agency
Kanuk (Core Funding)
NCIDC (Core Funding)
NCIDC/LIFE (Core Funding)
NCIDC
LA City/County NAIC

TOTAL

2010 ALLOCATION			
A	B	C	D
Total Estimated Allocation (For Budgeting)	Initial (11/30/09)	Second (02/09/10)	Total 2010 Contract to Date**
42,000	3,563	17,017	20,580
62,654	5,316	25,385	30,701
122,000	10,351	49,429	59,780
(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)
1,809,576	153,528	733,164	886,892
383,379	32,527	155,329	187,856
2,419,609	205,285	980,324	1,185,609

2010 ADVANCE			
E	F	G	
Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available To Date***	
3,563	6,937	10,500	
5,316	10,348	15,664	
10,351	20,149	30,500	
(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	
153,528	298,866	452,394	
32,527	63,318	95,845	
205,285	399,618	604,903	

MIGRANT & SEASONAL FARMWORKERS

Agency
La Cooperativa Campesina de California*
California Human Development Corporation
Proleus, Inc.
Central Valley Opportunity Center, Inc.
Center for Employment Training

TOTAL

2010 ALLOCATION			
A	B	C	D
Total Estimated Allocation (For Budgeting)	Initial (11/30/09)	Second (02/09/10)	Total 2010 Contract to Date**
176,555	15,149	72,343	87,492
1,385,882	117,581	561,501	679,082
2,229,462	189,153	903,284	1,092,437
542,301	46,010	219,718	265,728
1,867,927	158,479	756,805	915,284
6,204,127	526,372	2,513,651	3,040,023

2010 ADVANCE			
E	F	G	
Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available To Date***	
15,149	29,490	44,639	
117,581	228,890	346,471	
189,153	388,213	577,366	
46,010	89,565	135,575	
158,479	308,503	466,982	
526,372	1,024,661	1,551,033	

LIMITED PURPOSE AGENCIES (DISCRETIONARY FUNDS)

Agency
Campesinos Unidos, Inc.
Community Design Center
Del Norte Senior Center
Rural Community Assistance Corporation

TOTAL

2010 ALLOCATION			
A	B	C	D
Total Allocation	Initial (11/30/09)	Second (02/09/10)	Total 2010 Contract**
81,846	81,846	0	81,846
123,262	123,262	0	123,262
89,600	89,600	0	89,600
138,053	138,053	0	138,053
432,761	432,761	0	432,761

2010 ADVANCE			
E	F	G	
Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available***	
20,462	0	20,462	
30,816	0	30,816	
22,400	0	22,400	
34,513	0	34,513	
108,191	0	108,191	

\*Contract on hold pending outcome of enforcement action

\*\* Equals contract facesheet (STD 213, Item 3)

\*\*\* Equals 25% of the Total Estimated Allocation. Must request advance on Agency letterhead if advance is not already on file with CSD.